

Date

ROUTING AND TRANSMITTAL SLIP

9 Sept. 1985

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

STAT

1.

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Per your 23 August 1985 request,
attached is an inventory of OIS safes
in Ames Building.

*Don,
for per records,*

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CC: DDA/RMO

DO NOT use this form as a **RECORD** of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.
1236 Ames

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/OIS/RMO

PI

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO: 1983 O - 381-529 (232)

DIRECTORATE DDA

OFFICE OIS

DATE COMPLETED 9 Sept 85

BUILDING FLOOR ROOM NO. SAFE TYPE NO. DRAWERS SERIAL NUMBER

Ames	3	322	M	4	21866
			M	4	21859
			M	2	D1080
			M	4	23819
			M	4	23817
			M	2	D4264
			M	2	D1722
			M	4	23892
			M	2	2786
					4 - 5
					2 - 4

(CLASSIFY AS APPROPRIATE)

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SAFE INVENTORY

DIRECTORATE DDA

OFFICE: OIS

DATE COMPLETED 9 Sept 85

BUILDING FLOOR ROOM NO. SAFE TYPE NO. DRAWERS SERIAL NUMBER

Ames	8	815	M	2	D2767
			M	2	D2071
			M	2	D1549
			M	2	D5609
			M	5	4113
			M	2	D2530
			M	5	4708
	3	322	M	4	21861
			M	4	23847
			M	4	21860
			M	4	3181
			M	4	21875
			M	4	21876
			M	4	21865
			M	2	2785
			M	4	9284
			M	4	21858

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SAFE INVENTORY

DIRECTORATE DDA

OFFICE OIS

DATE COMPLETED 9 Sept 85

<u>BUILDING</u>	<u>FLOOR</u>	<u>ROOM NO.</u>	<u>SAFE TYPE</u>	<u>NO. DRAWERS</u>	<u>SERIAL NUMBER</u>
Ames	11	1112	M	2	D2158
			M	2	D1038
			M	4	12303
	11	1107		2	3960
			M	2	D1536
	8	826	M	2	D5546
			M	5	4042
			M	5	7431
			M	5	5630
			M	5	62
			M	5	11903
		815	M	5	11170
			M	4	12656
			M	4	11501
			M	5	1212
			M	5	12487
			M	5	5661

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SAFE INVENTORY

DIRECTORATE DDA

OFFICE OIS

DATE COMPLETED _____

BUILDING FLOOR ROOM NO. SAFE TYPE NO. DRAWERS SERIAL NUMBER

Ames	12	1223	M	4	23996
		1206	M	4	21822
			M	5	2433
			M	2	D2919
			M	5	22956
			M	2	D2487
			M	2	D2632
			M	5	23992
			M	5	12601
			M	5	21867
			M	5	23826
			M	5	2910
			M	5	23921
			M	5	11254
			M	2	D5622
			M	2	D4194

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SAFE INVENTORYDIRECTORATE DDAOFFICE OISDATE COMPLETED 9 Sept. 85

<u>BUILDING</u>	<u>FLOOR</u>	<u>ROOM NO.</u>	<u>SAFE TYPE</u>	<u>NO. DRAWERS</u>	<u>SERIAL NUMBER</u>
Ames	12	1236	M	5	1665
			M	5	10418
			M	4	11348
			M	5	10516
			M	4	12638
			M	5	11161
			M	2	D5133
			M	4	21628
			M	5	11267
			M	2	D4515
			M	4	21627
		1232	M	2	D5555
			M	4	21629
			M	2	D2783
			M	5	12559
		1225	M	2	D3018
			M	2	D3588

(CLASSIFY AS APPROPRIATE)

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23 August 1985

MEMORANDUM FOR: Records Management Officer, DCI
Records Management Officer, DDA
Records Management Officer, DDI
Records Management Officer, DDO
Records Management Officer, DDS&T

VIA: Chief, HOME/OL
Deputy for Services, HOME/OL

FROM:
Chief, Building Services Section/Services/HOME/OL

SUBJECT: Safe Inventory

1. The responsibility of maintaining the location of Agency safes within the metropolitan area falls under the jurisdiction of the Office of Logistics/Building Services Branch. Two years ago a safe inventory was performed, but to maintain the accuracy of the safe system, this exercise must continue to be performed every two years. Although records are updated on a daily basis, due to human error, it is reasonable to say some are missed.

2. To effectively and efficiently update approximately 7,900 records is a lengthy exercise. This exercise must be accomplished expeditiously because while the system is in the updating mode records are not current. Completion of this project can only be accomplished through your cooperation and timely submission of required information.

3. Each Directorate Records Management Officer (RMO) is tasked with the responsibility of getting the necessary information from components under their Directorate. Rather than hold listings and submit as a Directorate package, I am requesting you forward as received on an office level. Receiving this information in smaller increments will make updating the system more manageable.

4. Please use the Safe Inventory format for recording your data and return this information to me by close of business 13 September. For further clarification on the "Safe" program, I can be contacted at GJ10 Headquarters, or on extension

Attachments:

- A. Sample Format
- B. Safe Inventory Format

cc: Records Management Officer, CIA

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